



Fence Plan Submittal Checklist

The City of Brentwood Planning & Codes and Engineering Departments must receive a complete fence package in order to properly process the request.

Please use this checklist to ensure that all necessary paperwork is submitted the review of all fences proposals. City staff must receive a complete fence package to review and approve your proposal. Please use this checklist to ensure all necessary paperwork submitted for plan review of fences has been provided and in compliance to City requirements:

- ☐ Review Section 58-6 of the City of Brentwood Municipal Code regarding obstructions of easements and public rights-of-way; https://library.municode.com/tn/brentwood/codes/code_of_ordinances
- ☐ Review Section 78-10 of the City of Brentwood Municipal Code regarding materials and types of fences permitted, prohibited materials, support orientation, “the finished side shall face the adjacent properties and streets”, perimeter fences, height & design limitations, prohibited areas, replacement and maintenance;
- ☐ Advance written approval by the City Engineer is required for a fence to encroach into any Public Utility & Drainage Easement (PUDE). The fence shall typically be made of aluminum or wood and set in post in pier footings to support the fence structure. Footings, foundations, concrete curbs, aprons or other hard surfaces are not allowed within the easement. For special circumstances consult with the Engineering Department prior to any modifications being made to the approved plans.
- ☐ Contact your homeowner’s association (HOA), if one is active for your subdivision to verify what fence design/materials are permitted by your deed restrictions and/or the Covenants, Conditions and Restrictions (CC&R’s). A letter from your HOA or Architectural Review Board, if applicable, approving your fence plan is always a good idea. It is the property owner’s responsibility to contact the HOA.
- ☐ Obtain a copy of the recorded subdivision plat for the property on which the fence is to be located. Copies may be obtained at the office of the Williamson County Register of Deeds located in Franklin.
- ☐ Stake all property/fence corners. Fences shall not be placed on property lines. It is the property owner’s responsibility to properly locate all property corners. It may be necessary to obtain the services of a Registered Land Surveyor to locate the property corners, utility easements, etc. The City cannot perform this service for the property owner.
- ☐ Staff review of a plot plan, or survey, is required before any work on the fence is begun. The plan shall be drawn to scale with complete lot dimensions, and show the property boundaries, all setbacks, utility or other easements, public street rights-of-way and floodplain areas. Scanned images or a previous foundation survey is acceptable.
- ☐ A plan showing the details of the proposed fence, including length, height, and materials.
- ☐ Fences shall not cross property lines, be located in required permanent open space areas, within detention pond or other utility/drainage easements.

- ☐ Fences shall not obstruct public rights-of-ways, erected in a designated floodway or floodplain except in accordance with the requirements of Sections 56-82 and 56-83 of the Municipal Code.
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- ☐ Staff review of a fence plan intended for temporary security purposes during construction of a swimming pool is not required.
- ☐ Before digging in your yard, you must call Tennessee 811 to prevent damage to underground utilities. The call should be placed no less than 3 working days and no more than 10 working days in advance of the planned work .
- ☐ If a non-compliant fence is installed that encroaches into a drainage and/or utility easement, confirmed by an inspection or an as-built survey without prior approval, it shall be the property owner's responsibility to remove the fence. All expenses to remove or bring the fence into compliance shall be the responsibility of the property owner.

Some of the terms and definitions used in this document may be unfamiliar to you. On the City's web site there is a listing of the definitions commonly used in our Municipal Code, for your review.

To review the list, referred to "Planning 101", paste the following web address into your Internet Browser:

<https://www.brentwoodtn.gov/departments/planning-codes/planning-section/planning-and-zoning-101>

Should you have any questions please contact staff with the Planning and Codes Department – 615.371.2204.

Thank you.